ACTIVITY LOG (ICS 214)

1. Incident Name: 2016 August Flood		2. Operational	Date From: 8/19	From: 8/19/2016 Date To: 8/20/2016		
		Period:	Time From: 080	00 Time To: 0800		
3. Name:		4. ICS Position:		5. Home Agency (and Unit):		
Bryant Smalley		Response Group Su	upervisor	EPA		
6. Resources Assig	gned:					
Nan		ICS Po	sition	Home Agency (and Unit)		
Robert Sherman		Team Lead		START		
Keith Delhomme				START		
Erik Hadwin				START		
7 Activity Logy						
7. Activity Log: Date/Time	Notable Activities					
8-19-16/0830 —		agraamanta from rasi	dente to enter home	a. Conducted oir monitoring in ton		
1430 hours	Obtained access agreements from residents to enter homes. Conducted air monitoring in ten houses for VOCs using a PID. All readings in the houses were below 1 ppm.					
8-19-16/1030 – 1230 hours	Walked the neighborhood to determine the extent of oil impact.					
8-19-16/1100 – 1300 hours	Collected six offsite oil samples: 1 oily residue, 1 oily sediment, 1 emulsified material, 3 oily vegetation.					
8-19-16/1450 – 1515 hours	Collected 3 on-site samples of emulsified material spilled from containers					

1. Incident Name:	2. Operational	Date From: 8/19/2016	Date To: 8/20/2016
2016 August Flood	Period:	Time From: 0800	Time To: 0800
8. Prepared by: Name:	Position/Title:	Sig	gnature:
ICS 214, Page 1	Date/Time: Date		

ACTIVITY LOG (ICS 214)

1. Incident Name:		2 Operational Deviced	Date From: Date To: Date		
		2. Operational Period:	Time From: HHMM	Time To: HHMM	
7. Activity Log (co	ntinuation):				
Date/Time	Notable Activities				
8. Prepared by:	Name:	Position/Title:	Signa	ature:	

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
	2. Operational Period.	Time From: HHMM	Time To: HHMM
ICS 214, Page 2	Date/Time: Date		

ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any afteraction report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block	Block Title	Instructions		
Number				
1	Incident Name	Enter the name assigned to the incident.		
2	Operational Period	Enter the start date (month/day/year) and time (using the 24-hour clock)		
	Date and Time From	and end date and time for the operational period to which the form applies.		
	Date and Time To	арриоз.		
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).		
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.		
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.		
6	Resources Assigned	Enter the following information for resources assigned:		
	Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.		
	ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).		
	Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).		
7	Activity Log Date/Time Notable Activities	Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day.		
	Trotable from the same and the	 Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. 		
		This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.		
8	Prepared by	Enter the name, ICS position/title, and signature of the person preparing		
	Name	the form. Enter date (month/day/year) and time prepared (24-hour clock).		
	Position/Title			
	Signature			
	Date/Time			